

Academy@Worden Job Description - Headteacher

Job Title: Headteacher
Responsible to: Governing Body

The Headteacher is expected to be an outstanding leader who continually drives and motivates colleagues to provide outstanding teaching and learning, and inspire students.

The Headteacher is required to:

- provide clear vision, leadership and direction to the whole school community.
- be a clear thinker and a good communicator, engendering respect and trust throughout the school, and be able to plan and deliver improvements through effective management and delegation.
- work closely with the Governing Body to ensure all students in our inclusive school are eager to learn and grow as emotionally intelligent young citizens.
- have high expectations of themselves as well as of colleagues, parents and the pupils, and will show professional accountability as well as deep loyalty to the school.
- be an accomplished and inspiring communicator, but who remains approachable, welcoming and friendly as is appropriate for a school which is held in high esteem and affection by the local community.
- carry out the duties of a headteacher as set out in the School Teachers' Pay and Conditions Document and the National Standards of Excellence for Headteachers.

KEY ROLES AND RESPONSIBILITIES

Shaping the Future

1. The Headteacher will ensure that their leadership will demonstrate commitment to the promoting and developing the academy's distinctive identity through the search for excellence in all areas.
2. Ensure that the School Ethos and Vision is clearly articulated, understood and acted upon effectively by all members of the school community.
3. Translate the ethos and vision into agreed objectives and deliver on these.
4. Demonstrate the vision and values of the school in everyday work and practice.

Academy@Worden Job Description - Headteacher

5. Motivate and work with others to create a shared culture in a school that prioritises inclusivity, taking risks in learning, and an extended curriculum.
6. Be willing to innovate, take on new challenges and be a leader in the field of education.
7. Be an active participant in the development of the Academy and work closely with its stakeholders.
8. Accountable to the governors for ensuring that educational success of the school is achieved within the overall framework of the strategic plan and that this is delivered within a balanced budget.
9. Provide high quality professional leadership and management of the school to secure high standards of student achievement.

Leading Teaching and Learning

1. To ensure that strategies designed to raise achievement are effectively embedded in order to sustain and support the aims of the school.
2. To secure excellent teaching through an analytical understanding of how students learn and the core features of classroom practice and curriculum design.
3. To ensure creativity and innovation in the use of appropriate current and emerging technologies to achieve excellence throughout the school.
4. To ensure that teaching is planned and differentiated appropriately to build on existing student capabilities, demonstrating knowledge and understanding of how students learn, and having a clear understanding of their individual needs (in relation to EAL, disabilities etc).
5. To ensure the design and implementation of strategies which secure the highest standards of behaviour and attendance, taking into account classroom practice and promoting improvement initiatives.
6. Model outstanding teaching and learning, and ensure that outstanding academic outcomes, whether curricular or extra-curricular, are at the core of strategic planning, resource management and effective delivery.
7. Demonstrate and articulate high expectations and set stretching targets for all.
8. Communicate and work closely with families both directly but also via the staff team to ensure that learning is supported at home.

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Leadership and Management

1. To take full responsibility for the day to day running of the school and lead on the strategic direction and development of the school within the ethos of the organisation.
2. To work with the Director of Business & Finance to manage the agreed budget, ensuring effective administration and control and achieving value for money.
3. To identify emerging talents, coaching current and aspiring leaders to ensure clear succession planning.
4. To ensure that the governors are well informed about policies, plans and priorities, the school's success in meeting objectives and targets, and any future development needs.
5. To develop, implement and monitor, in conjunction with the direction of the governors, clear, evidence- based school improvement plans.
6. To support the strategic development and operational management of the curriculum provision to reflect in their entirety school, local and national priorities.
7. To ensure the organisation and implementation of effective assessment, whole school data analysis and target setting at all key stages, in liaison with curriculum subject leaders.
8. To secure effective, high quality education for all students and to foster continuous improvement of teaching and learning in the school by ongoing monitoring and evaluation of the quality of teaching and the progress of student achievements.
9. To ensure the achievement of high standards of teaching and learning, behaviour, attendance and punctuality from students, in accordance with agreed policy and practice.
10. To ensure that parents are well informed about the curriculum, targets, student progress and attainments.
11. To support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on the school.
12. To establish systems and measures for managing performance. addressing any underperformance by supporting staff to improve and by valuing, and promoting, examples of excellent practice.

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General

1. To act as a positive role model to staff, maintaining high professional standards and high levels of care for students.
2. To fully participate in CPD and appraisal activities.
3. The postholder may also be required to undertake any other professional duties as required.